



MEMORANDUM TO: Chief, Printing and Reproduction Division
Chief, Records Services Division
Chief, Space Maintenance and Facilities Division

FROM: Chief, General Services

SUBJECT: Meetings with Division Chiefs

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1. In lieu of Staff Meetings, meetings with the Chiefs and Assistant Chiefs of each Division will be held weekly in Room 201 beginning Tuesday, March 31 in accordance with the following schedule:

Printing & Reproduction Division	- Tuesday	4 P.M.
Space, Maintenance & Facilities Div.	- Wednesday	4 P.M.
Machine Records	- Thursday	4 P.M.
Records Management	- Friday	4 P.M.

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2. The Thursday and Friday meetings will be attended by Mr. [REDACTED] and Chiefs of the Machine Records and Records Management Branches. Division Chiefs or other designees will be prepared each meeting to discuss progress of current projects, problems and future plans for internal improvement.

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cc: Chief, Machine Records Branch
Chief, Records Management Branch